



Maricopa County Department of Public Health  
Request for Certified Copy of ARIZONA Birth Certificate

Date Stamp Here

Mail Application to: MCOVR (Maricopa County Office of Vital Registration)  
PO Box 2111 – Phoenix AZ – 85001

Apply In Person: 4 Locations Valley wide

Fees: \$20.00 per Certified Copy

\$30.00 per Correction or Major Change to an AZ Birth Record

Please! No Cash and Checks – Thank you!

**CUSTOMER Checklist**

- ☐ ID Required - Front and Back Photocopy of Your Valid, Signed Government Photo ID **OR** Have Your Signature Notarized on Application
- ☐ Sign the Application – Don't Forget!
- ☐ Include a Self-Addressed Stamped Envelope
- ☐ Correct Fee Required – Please, no Cash or Checks
- ☐ Any Required Documents (e.g. Proof of Relationship, etc.)

Order Info	Today's Date	Payment Method	Purpose of Request (Including Genealogy)	# of Copies Requested	Amount Enclosed
Birth Certificate Information	Name on Birth Certificate				
	First	Middle	Last		
	Date of Birth	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Town/ City of Birth	County of Birth	Hospital
	Mother's/Parent's First Name	Middle	Last Name Prior to Marriage	Date of Birth	State (if US) or Country of Birth
Birth Certificate Information	Father's/Parent's First Name	Middle	Last	Date of Birth	State (if US) or Country of Birth
	Applicant's Signature (Required)			Print Applicant's Full Name: First, Middle, Last	
Person Requesting Certificate	Email			Cell/Telephone Number	
	Mailing Address				
Person Requesting Certificate	Street	Apt/Suite	City	State	Zip Code
	Your Relationship to Person on Certificate- Check One <b>*PROOF of Relationship MUST be Provided if You are NOT Named on the Certificate</b>				
Person Requesting Certificate	<input type="checkbox"/> Parent <input type="checkbox"/> Self <input type="checkbox"/> Brother/Sister <input type="checkbox"/> Grandparent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Spouse <input type="checkbox"/> Gov't Agency <input type="checkbox"/> Other _____				
	State of _____ County of _____				
Notary Area	On this _____ day of _____, 20 _____ before me personally appeared _____ (name of signer), whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he/she signed the above document.				
	Notary Signature _____ My Commission Expires _____				
Office Use Only	Gov't Issued ID			State File Number _____	
	Documents Verified			Request ID _____	
Office Use Only	Verification: <input type="checkbox"/> Process <input type="checkbox"/> Return by Mail <input type="checkbox"/> Call			Date Entered _____	
	Insufficient Reason: <input type="checkbox"/> No Fee/ Incorrect Fee <input type="checkbox"/> Need Clear Copy of ID <input type="checkbox"/> Applicant Ineligible <input type="checkbox"/> Incorrect Payment Type <input type="checkbox"/> Need CC holder's ID w/ Signature <input type="checkbox"/> Not an AZ Record <input type="checkbox"/> CC Expired <input type="checkbox"/> Need ID w/ Signature <input type="checkbox"/> Need Documents <input type="checkbox"/> ID Expired/Invalid <input type="checkbox"/> Need Signature <input type="checkbox"/> Other _____			Date Issued _____	
Office Use Only				Serial Numbers _____	
				Receipt # _____	
Credit Card	Payment Information				
	Card Number _____ Card Expiration Date _____ <input type="checkbox"/> VISA <input type="checkbox"/> MC				
Credit Card	Signature of Card Holder _____ \$20.00 X _____ = \$ _____				
	# of paid Copies Requested _____ Amount to be Charged _____				

**\*Must Attach Copy of credit card holder's Valid Government Photo ID with Signature**

**Apply by Mail. Send Complete, Signed Application with Fee to:**

**MCOVR (Maricopa County Office of Vital Registration)  
PO Box 2111 – Phoenix AZ – 85001**

**[MaricopaVitalRecords.com](http://MaricopaVitalRecords.com)** - Download and Print Forms, Read FAQs and Directions

**Apply In Person: 4 Locations Valley wide**

Central Valley - 3221 N. 16<sup>th</sup> St., Ste. 100, Phoenix 85016 (1 Block S. of Osborn)

North Valley - 2423 W. Dunlap Ave., Ste. 110, Phoenix 85021 (E. of I-17 Exit Dunlap)

West Valley - 1850 N. 95<sup>th</sup> Ave., Ste. 182, Phoenix 85037 (101 Fwy/N. of McDowell)

East Valley - 4419 E. Main St. Ste., 105, Mesa 85205 (I-60/202 Red Mtn North Fwy)

**Hours:** Monday-Friday 8:00am-4:30pm – Closed holidays and Other Dates

**Phone:** 602-506-6805

**Apply Online:** [VitalChek.com](http://VitalChek.com) – Additional fees for service in addition to cost per certified copies.

**\*\*Mail and walk-in services may be faster and with no add-on fees!**

**Fees:** \$20.00 Per Certified Copy

\$30.00 Change to vital record and fee includes 1 certified copy

**Questions? Call or Stop in! We are here to assist you.**